

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 171
SEPTEMBER 21, 2011 – WORK SESSIONS**

**Public Works
Summary Minutes**

Work Session was held between the County Commissioners and Public Works on Wednesday, September 21, 2011, at 9:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Angie Homola, Chair
Helen Price Johnson, Member
Kelly Emerson, Member

Staff: Pam Dill

Staff Present: Bill Oakes, Director, Steve Marx, Phil Cohen, Connie Bowers, Joe Araucto

Others Present: Elaine Marlow, Budget Director, Rufus Rose

Record Part 1 @00:10

Add-on

Subject/Description: PO 9461

Attachment: Memo dated 9/19/11 from Phil Cohen, to BOCC

Action Requested: Approval of Purchase Order in the amount of \$19,699.05; NWCW, LLC for culvert relining using epoxy liner for culvert habilitation; (Fish and Wildlife may require potable water liner increasing the PO by \$6,000.00); WO 466 Scenic Heights at Monroe Landing

Follow up: Okay with Board.

Subject/Description: PO 9462

Attachment: Memo dated 9/19/11 from Phil Cohen, to BOCC

Action Requested: Approval of Purchase Order in the amount of \$20,072.54 allowing the County to contract with Watkins Trucking and Excavation, Inc. for repair of sinkhole and upsize of easement pipe.

Follow up: Okay with Board.

Subject/Description: PO

Attachment: none

Action Requested: Approval for reapplication of raised profile lines on the south end of improved East Camano Drive, from Patricia Ann to Russell; Amount: \$25,000.00

Follow up: Okay with Board.

Solid Waste

Subject/Description: Sale of Accumulated Scrap Steel & Non-Functioning Equipment/ICC 2.31.080 A(3)(4)

Attachment: Memorandum

Action Requested: Sale of Accumulated Scrap Steel & Non-Functioning Equipment

Follow up: *Commissioner Price Johnson moved to approve for surplus accumulated scrap steel and non-functioning equipment. The motion was seconded by Commissioner Emerson and carried unanimously.*

Public Works

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 172
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Subject/Description: DEM-Homeland Security Grant Agreement: Emergency Management Performance Grant

Attachment: Homeland Security Grant Agreement E12-065

Action Requested: Approval of Emergency Management Performance Grant E12-065; funding to assist with the enhancement, sustainment and improvement of current emergency management programs; Amount: \$15,801.00.

Follow up: Okay with Board to move forward to Monday September 26, 2011 agenda.

Subject/Description: DEM – Snohomish County Amendment

Attachment: Amendment C10-206

Action Requested: Amendment C to State Homeland Security Grant Program; Funding to provide/address unique exercise, training, planning, equipment, organization, management & administration needs of Emergency Responders; Reallocates \$15,500.00 to salaries & benefits from equipment.

Follow up: Okay with Board to move forward to Monday September 26, 2011 agenda.

Subject/Description: Island County Diking District No. 1 Assessment

Attachment: Assessment Memo from Island County Diking District No. 1

Information: Island County Public Works received a notice of public hearing from Diking District #1 that may affect Island County owned property on Sunlight Beach Road. Bill has requested a schedule of assessments and will report back to the Board once he receives that.

Subject/Description: Draft 2012 Proposed Schedule of Capital Expenditures

Attachment: Draft 2012 Proposed CIP

Information: Bill Oakes reviewed the changes to the CIP. The Swan Lake Feasibility Study has been added and the Freeland Sewer and Water Reuse Project has been removed. Bill will meet with both the Planning Department and Freeland Sewer and Water District this Friday to discuss the GMA requirements of the project.

Parks

Subject/Description: Concrete Pad for Camano Parks Shop – CIP Project

Attachment: Quote

Action Requested: Pour and finish concrete pad in front of storage bins by county ball fields; Sideline Excavation; \$4,887.00; scheduled in the 2011 CIP for the Parks Department.

Follow Up: Okay with Board.

Add-On

Subject/Description: Heib Trust property

Attachment: none

Information: Bill updated the Board on the additional cost of the work taking place on the Heib property.

Roads

Subject/Description: Roger & Valerie Jeglum: Petition to Vacate Portion of Sunset Drive

Attachment: Petition for Vacation of County Road

Action Requested: Bill Oakes briefed the Board on the application and petition from Roger & Valerie Jeglum to vacate a portion of Sunset Dr; Parcel No. R23234-070-2750.

Follow Up: Okay to move forward with engineering report.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 173
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Subject/Description: Rick & Sandy Burleson: Petition to Vacate Portion of Beach Drive

Attachment: Petition for Vacation of County Road

Action Requested: Bill Oakes briefed the Board on the application and petition from Rick & Sandy Burleson to vacate a portion of Beach Drive; Tyee Beach, Division No. 1

Follow Up: Okay to move forward with engineering report.

Subject/Description: Wayne & Paulette Good – Open Un-opened County Right-of-Way

Attachment: Application to perform work on county road right-of-way

Action Requested: Bill Oakes briefed the Board on the application from Wayne & Paulette Good to open an un-opened County Right-of-Way (Ander Park Road) to gain access to R23025-220-1620.

Follow Up: Okay to move forward with engineering report.

Subject/Description: Draft Annual Construction Program (ACP) for 2012

Attachment: Draft 2012 ACP

Action Requested: Bill reviewed the draft Annual Construction Program for 2012 with the Board.

Follow up: Okay to move forward to Monday's agenda.

Add-on

Subject/Description: Camano Tennis Courts – Purchase Order

Attachment: none

Action Requested: Purchase Order in the amount of \$1800.00 plus tax for additional crack sealing.

Follow up: Okay with Board.

**Human Resources
Summary Minutes**

Work Session was held between the County Commissioners and Human Resources on Wednesday, September 21, 2011 at 10:30 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners: Angie Homola, Chair
Helen Price Johnson, Member
Kelly Emerson, Member**

Staff: Pam Dill

Staff Present: Melanie Bacon, Human Resource Director

Others Present: Elaine Marlow, Budget Director

Record Part 1 @01:10:00

Subject/Description: PAA's

Action Requested:

Health

- Environmental Health Specialist II- Replacement position

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- Temporary Trainer for water quality Environmental Health Specialist new hires

Human Services

- Accounting Coordinator reclassification – interim change from C-9 to C-10
- Substance Abuse Program Manager – increase hours from .63 FTE to 1.00 FTE

Follow up: Okay with Board.

Subject/Description: Hardship Withdrawal Requests from the Deferred Compensation Plan

Attachment: yes

Action Requested: Approval for Human Resources to develop a written policy for hardship withdrawal requests from the Deferred Compensation Plan.

Follow up: Okay to move forward with establishing a policy to bring back to the Board for review.

Subject/Description: Elimination of Entry Pay level for the non-represented salary structure

Attachment: yes

Action Requested: Approval to adopt a revision to the non-represented employees salary structure that eliminates “entry pay”.

Follow up: Okay with Board to move forward with resolution.

**Human Services
Summary Minutes**

Work Session was held between the County Commissioners and Human Services on Wednesday, September 21, 2011, at 10:50 a.m., in the Island County Annex Building, Commissioners’ Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Angie Homola, Chair** **Staff: Pam Dill**
 Helen Price Johnson, Member
 Kelly Emerson, Member

Staff Present: **Jackie Henderson, Director**

Others Present: **Elaine Marlow, Budget Director**

Record Part 1 @01:32:57

Subject: Homeless Grant Assistance Program (HGAP)

Attachment: draft resolution – HGAP furniture and furnishing inventory

Action Requested: Approval of Resolution to Dispose of Surplus County Property. Used furnishings from the Homeless Grant Assistance Program to be sold by the Department of Human Services.

Follow up: Okay with Board to move resolution forward to Monday’s agenda.

**General Services Administration
Summary Minutes**

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 175
SEPTEMBER 21, 2011 – WORK SESSIONS**

Work Session was held between the County Commissioners and General Services Administration on Wednesday, September 21, 2011, at 11:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Angie Homola, Chair
Helen Price Johnson, Member
Kelly Emerson, Member

Staff: Pam Dill

Staff Present: Betty Kemp, Director, Don Mason

Record Part 1@01:40:12

Others Present: Elaine Marlow, Budget Director, Bob Pederson, Larry Kwarsick, Lenny Corin, Tom Cahill, President WCLT, Donna Keeler, Rufus Rose, Brian Kelly "South Whidbey Record"

Subject: 2011 Conservation Futures Fund applications

Attachment: yes

Proposed Action: Larry Kwarsick, Chair, Conservation Futures Citizens Advisory Board, reviewed the CAB's recommendations for 2011 Conservation Futures Funding with the Board.

- Acquisition Project #1 – Trillium Community Forest – Whidbey Camano Land Trust (WCLT)
- Acquisition Project #2 – Schoolhouse Prairie/Scoby Easement – Whidbey Environmental Action Network (WEAN)
- M & O Project #3 – Maxwelton Outdoor Classroom and Nature Preserve – Whidbey Watershed Stewards and South Whidbey School District #206
- M & O Project #4 – Swan Lake – Swan Lake Watershed Preservation Group (SLWPG) – Co-Sponsor Island County

Follow Up: Bring back for further discussion at the October 5, 2011 work session.

**Monthly Financial Reports
From Auditor & Treasurer
Summary Minutes**

Work Session was held between the County Commissioners and the Auditor/Treasurer on Wednesday, September 21, 2011, at 1:00 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Angie Homola, Chair
Helen Price Johnson, Member
Kelly Emerson, Member

Staff: Pam Dill

Present: Ana María d Nunez, Treasurer, Anne LaCour, Chief Deputy Auditor

Others Present: Elaine Marlow, Budget Director

Record Part 2@00:10

Subject: Monthly Financial Report

Attachment: [MONTHLY FINANCIAL REPORTS BY AUDITOR AND TREASURER](#)

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 176
SEPTEMBER 21, 2011 – WORK SESSIONS**

Subject/Description: Petty Cash/Change Funds

Attachments: yes

Action Requested: Island County Clerk's Office is creating individual cash boxes for each employee. The Clerk has requested an additional \$450.00 and will have six cash boxes of \$100.00 a piece.

Follow-up: Okay for resolution to move forward to Monday's agenda.

Subject/Description: Interlocal Agreements

Attachments: yes

Action Requested: Interlocal Agreement between Island County and Trinity Lutheran Church to provide a secure and accessible site for placement of a County election ballot drop box on Church property; Interlocal Agreement between Island County and City of Oak Harbor to provide a secure and accessible site for placement of a County election ballot drop box on City property.

Follow-up: Okay with Board to move forward with agreements for ballot drop boxes.

**Budget Director
Summary Minutes**

Work Session was held between the County Commissioners and the Budget Director on Wednesday, September 21, 2011, at 1:25 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Angie Homola, Chair
Helen Price Johnson, Member
Kelly Emerson, Member

Staff: Pam Dill

Staff Present: Elaine Marlow, Budget Director

Record Part 2@24:48

Subject/Description: Council of Governments (COG)

Attachment: none

Action Requested: Reschedule November and December COG meetings in order to discuss legislative priorities with state elected officials.

Follow-up: Okay with Board to schedule COG meetings on November 19, 2011 and December 14, 2011 in the Commissioners Hearing Room and move work session to the afternoon.

**Health Department
Summary Minutes**

Work Session was held between the County Commissioners and the Health Department on Wednesday, September 21, 2011, at 1:30 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Angie Homola, Chair
Helen Price Johnson, Member
Kelly Emerson, Member

Staff: Pam Dill

Staff Present: Keith Higman, Director, Kerry Graves, Dr. Roger Case, Suzanne Turner, Jill Wood

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Others Present: Elaine Marlow, Budget Director, Rufus Rose

Record Part 2@27:10

Environmental Health

Subject/Description: Department of Ecology – WRIA 6 Education & outreach

Attachment: yes

Action Requested: Approval to move forward with Amendment #3, Contract #G1000489, the amendment eliminates Tasks 4 & 6 and shifts the funding to Tasks 1 & 2.

Follow up: Okay with Board to move forward with amendment following risk and legal review.

Subject/Description: Request for exception from the competitive solicitation procurement

Attachment: yes

Action Requested: Request for exception from the competitive solicitation procurement for Septic Inspection Intake & Referral Program for Amendment 1 to Contract HD-19-10 which extends the contract period to December 31, 2011.

Follow up: Okay with Board.

Subject/Description: Opportunity Council – Septic Inspection Intake & Referral Program

Attachment: Contract Amendment No. 1 to Contract HD-19-10

Action Requested: Extension of timeframe to December 31, 2011.

Follow up: Okay with Board.

Community & Family Health

Subject/Description: Skagit Valley College – Skagit/Islands Head Start Consultation

Attachment: Contract HD-12-11

Action Requested: Interlocal Agreement between Skagit Valley College and Island County Health Department to provide a Public Health Nurse consultation to the Head Start staff on health issues; Contract Period: 9/1/11-8/31/12; Contract Amount: \$1,500.00.

Follow up: Okay with Board.

Add-on

Subject/Description: Women, Infants and Children Program (WIC)

Attachment: none

Information: Keith Higman briefed the Board on the meeting he participated in with the state WIC Unit Director and local coordinator to discuss WIC services in Island County.

Subject/Description: Tuberculosis

Attachment: none

Information: Keith Higman briefed the Board on enforcing and applying the state statute with regard to tuberculosis at the community level. He will be reporting to the Board of Health in the near future on the staffing cost implications for dealing with tuberculosis.

BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 178
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BOARD OF COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON

Angie Homola, Chair

Helen Price Johnson, Member

Kelly Emerson, Member

ATTEST:

Elaine Marlow, Clerk of the Board